

*Case File - Personnel*

~~CONFIDENTIAL~~

Approved For Release 2003/08/04 : CIA-RDP70-00211R000100380013-4

*Records*

25X1A9A

*orig + 1 c to [redacted]*

15 January 1957

*1/17/57*

MEMORANDUM FOR THE RECORD

SUBJECT: Biographic Profile Procedure

1. On 8 January Mr. [redacted] office requested that I attend a meeting the next day at 11 a.m. at Mr. [redacted] office to discuss additional developments with respect to the Biographic Profile Program. 25X1A9A 25X1A9A

2. The following were present:

[redacted]

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and one other unidentified person from the Office of Personnel; Mr. [redacted] Logistics Office, and Mr. [redacted] Management Staff. 25X1A9A 25X1A9A

3. The purpose of the meeting was to discuss the type of equipment to be used in reproducing copies of the Biographic Profile. Mr. [redacted] indicated that he had not received any official recommendation from the Management Staff as to what type of equipment should be purchased. He indicated that he had received from Mr. [redacted] a Brochure on the photostat-expediter together with a typed set of specifications for the procurement of this equipment. He did not feel that this constituted a recommendation for the purchase of this equipment. 25X1A9A

4. Further discussion on the types of equipment available for this process indicated that the Logistics Office would propose the use of Osalith in lieu of photostat-expediter. Mr. [redacted] from that office indicated that this was a very satisfactory process and much less expensive than photostat-expedite. Also, the Osalith equipment would not require any special plumbing or any other facilities other than those found in a normal office. The Osalith machine also would not require any specially trained personnel. 25X1A9A

5. It was tentatively concluded that the Office of Personnel would proceed with the development of a requisition for the purpose of a photostat-expediter. This requisition would be submitted to the Management Staff and the Office of Logistics for concurrence. Mr. [redacted] indicated that he did not want to discuss personnel space or any other matters connected with this program at that time. He did indicate, however, that he had in mind space on the first floor of [redacted] which was suitable for this equipment. 25X1A9A 25X1A9A

6. At the conclusion of the meeting Mr. [redacted] took those who were present at the meeting to see the space that he had in mind for this equipment. It appeared to be occupied by the building maintenance people from Public Buildings. It was also observed that this space would probably be inadequate for the photostat-expediter equipment. Their observations were made to Mr. [redacted] 25X1A9A 25X1A9A

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